

# State Officials' Position Description

Date Completed:

Action (select one):          Establish                  Review/No Change          Update

Date Last Reviewed/Updated:

Agency/Board/Commission:                          Total No. of Employees:

Incumbent's Name:

Position Title:                          Incumbent Reports to:

Summarize the purpose and function of the organization.

Describe the main purpose of the position to include scope and role within the organization. Describe the reporting relationship with other positions in the organization and with the agency's board/commission members, if applicable.

## **Management Environment**

Describe how this position plans, leads, organizes, executes, controls, directs, influences and evaluates the functions, resources, and performance of the organization. Describe the key challenges, risks, and political environment, to include key partnerships and stakeholder interactions

## **Primary Responsibilities**

List the primary responsibilities this position is accountable for, including the required results and impacts. Describe the controls or structures in place to accomplish the position's primary responsibilities.

## **Qualifications – Knowledge, Skills, and Abilities**

### **Required Education, Experience or Certifications**

List the required education, experience, knowledge, skills and abilities, licenses, certifications or legal requirements needed in order to perform the full scope of this job.

### **Desired/Preferred Education, Experience or Certifications**

List the desired/preferred education, experience, knowledge, skills and abilities, licenses or certifications beyond those required.

## **Independent Thinking**

Describe the extent and nature of the opportunity for independent thinking and discernment. What does this position refer to or use as a guide when dealing with issues and making decisions?

## **Problem Solving**

Describe the challenging issues addressed by this position. Provide examples to illustrate the process used to analyze and resolve issues.

## **Decision Making**

What are the primary tactical and strategic decisions this position makes? What authority does this position have to make these decisions?

What decisions go to another level and to whom?

## Financial Dimensions

Describe quantifiable influences and impacts, to include operating and capital budget, grant and contract funding.

Describe the type and annual amount of all monies the position directly controls.

Describe the type and annual amount of all monies the position directly influences.

Describe the type and annual amount of all monies the position indirectly influences.

Agency Annual Operating Budget:           \$

Agency Annual Capital Budget:           \$

## Non-Monetary Impacts and Influences

Describe any non-monetary influences this position has internal and external to the organization (e.g., potential legislation, regulatory, decisions, actions, etc.).

## Acknowledgement of Position Description

The signatures below indicate that the above is an accurate reflection of the work performed by this position.

Employee Signature:

Date:

Human Resources Signature:

Date:

Submit completed form and organization chart to [classandcomp@ofm.wa.gov](mailto:classandcomp@ofm.wa.gov).